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4 November 1952

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #44  
28 Oct - 4 Nov 1952

I. NEW ACTIVITIES

a. On 4 November a meeting was held with the BOC instructors to discuss the new Personnel Evaluation Form. Similar meetings are scheduled with the other Basic Training instructors.

b. [ ] rotated out of the BOC on 31 October. Anne [ ] was released from the BOC on 31 October for a job in the Requirements Division. She was replaced by [ ] who commenced working in BOC on 28 October.

c. [ ] departed on 30 October for a temporary duty assignment in the field. If this experiment of sending inexperienced instructors out on short assignments works out successfully, then similar temporary assignments should be considered for other Basic Training instructors.

II. OLD ACTIVITIES

a. The CAI began on 3 November with a maximum registration. The [ ] Problem was presented to the last class in a different form with results which were considered very effective.

b. The OC is running with an administrative smoothness which has never before been achieved. This is in spite of maximum registration. Groups A and B are now being compartmented from each other more than in the past.

c. [ ] has had a number of conversations with representatives of OIR and OCD in regard to reception training of overt office provisional employees.

d. A report from the Instructor of the Order of Battle Course states that the editing and tightening of the reading material aided in the effectiveness of the course and more of this will be done. Efforts are being made to obtain charts and films. More can be done along this line when a permanent space is assigned.

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